

ANNEX 7, Aviation Incident/Accident Annex to the Guam

Emergency Response Plan (GERP)
(dated March 23, 2000)

Aviation Incident/Accident Annex

OFFICE OF CIVIL DEFENSE

I. PURPOSE

The purpose of this annex is to delineate responsibilities necessary to respond to an aviation incident / accident.

II. MISSION

To coordinate and identify the primary and secondary responsibilities and activities required to save lives, prevent additional and potential loss of lives, mitigate any possibilities of continued hardship, damage to the environment, and the destruction of property.

III. SITUATION & ASSUMPTIONS

Pending notification and verification of an aviation incident/accident, the potential of the accident involving military or commercial aircraft could have one of the following scenarios. It is important to note that at the initial stages of the incident / accident, the Office of Civil Defense (OCD) will work in a parallel mode with the Federal Bureau of Investigation (FBI). The OCD will address the mission while the FBI conducts its preliminary investigation to determine if the incident is in fact an accident or crime related. If crime related, the FBI will implement its Appendix. In the event of an accident, the OCD will coordinate rescue and recovery efforts. To avoid confusion and any form of delays, an Incident Commander will be predesignated for each scenario to oversee the overall operation.

1. ON AIRPORT - to include a mutually agreed upon buffer zone between the Guam International Airport Authority (GIAA) and the Guam Fire Department (GFD) (see GIAA/GFD MOU)

- a. Military Aircraft

- (1) The GIAA s Assistant Fire Chief is designated Incident Commander (IC) and assumes primary responsibility for critical emergency response and rescue until the United States Air Force (USAF) aircraft accident response commander arrives on scene (approximately 30 minutes). Upon arrival the USAF will assess the situation and implement appropriate military response level as detailed in their Appendix and Joint Plan 101. Thereafter a Unified Command will be implemented using the OCD s Incident Command System (ICS).

- (2) The OCD will coordinate and facilitate all Response Agencies manpower and resources.
- (3) All Response Agencies will implement their Appendices in a support role.

b. Commercial Aircraft

- (1) The GIAA s Assistant Fire Chief is designated IC and assumes primary responsibility for critical emergency response and rescue. Establishes a Unified Command using the OCD s ICS.
- (2) The OCD will coordinate and facilitate all Response Agencies manpower and resources.
- (3) All Response Agencies will implement their Appendices in a support role.

2. OFF AIRPORT - FEDERAL PROPERTY

- (1) First Fire Chief at site becomes on scene Commander and directs lifesaving, fire and rescue operations.
- (2) Response team must receive specific hazard information prior to entering into accident site. Specific hazard information may be obtained from the USAF Command Post and / or in aircraft hazard publications.
- (3) The USAF is the designated IC. Upon arrival, the IC will assess the situation and implement appropriate military response level as detailed in their Appendix and Joint Plan 101. If civil authorities are required, a Unified Command will be established.
- (4) The OCD, unless otherwise stated, is the state On Scene Commander and will coordinate and facilitate all Response Agencies manpower and resources.
- (5) All Response Agencies will implement their Appendices in a support role.

3. OFF AIRPORT -OTHER THAN FEDERAL PROPERTY

a. Military Aircraft

- (1) The GFD Fire Chief is designated IC and assumes primary responsibility for critical emergency response and rescue until the USAF aircraft accident response commander arrives on scene (approximately 30 minutes). Upon arrival, the USAF will assess the situation, and implement appropriate military response level as detailed in their Appendix. If civil authorities are required, a Unified Command will be established.

- (2) The OCD, unless otherwise stated, is the state on scene commander, and will coordinate and facilitate all Response Agencies' manpower and resources.
- (3) All Response Agencies will implement their Appendices in a support role.

b. Commercial Aircraft

- (1) The GFD Fire Chief is designated IC and assumes primary responsibility for critical emergency response and rescue. Establishes a Unified Command using the OCD's ICS.
- (2) The OCD will coordinate and facilitate all Response Agencies' manpower and resources.
- (3) All Response Agencies will implement their Appendices in a support role.

4. SEA/COASTAL WATER

- (1) First Fire Chief at site assumes primary responsibility for critical emergency response and rescue until the U.S. Coast Guard (USCG) arrives on scene.
- (2) USCG will implement the U.S. Coast Guard Marianas Section Guam Air/Sea Disaster Preparedness Plan, and is the designated IC.
- (3) The OCD, unless otherwise stated, is the state On Scene Commander, and will coordinate and facilitate all Response Agencies' manpower and resources.
- (4) All Response Agencies will implement their Appendices in a support role.

Existing Memorandums of Understanding (MOUs) with federal agencies and Department of Defense will be activated to insure a Unified Command response to an aviation incident / accident and to include all the Response Agencies required to appropriately respond.

IV. CONCEPT OF OPERATIONS

The Office of Civil Defense is responsible for the following activities when responding to an aviation incident / accident:

1. Primary or Lead Agency Responsibilities:
 - a. Establish direct line of communication with Incident Commander
 - b. Notification of response agencies
 - c. Activate Emergency Operations Center (EOC)

- d. Establish Status Boards
- e. Begin reporting process
- f. Inventory response resources
- g. Facilitate resources as needed and procured by the IC
- h. Provide on site liaison to IC

2. Support Agency Responsibilities:

- a. Provide JIC current status of response activities
- b. Coordinate the logistics of all response activities as required
- c. Facilitate resources as needed and procured by the IC
- d. Assist in mass care and sheltering of accident victims

V. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

1. The Office of Civil Defense will be responsible for:

- a. Notification of the appropriate response agencies
- b. Assume response operation duties
- c. Activation and management of EOC
- d. Coordination of the Unified Command response activities

2. Agency Emergency Operations Organization Chart (see attachment)

3. Support Agencies are identified in detail as presented in their respective Appendices:

- a. First Responders -OCD, FBI, Governor's Chief of Staff, JIC, GFD, GIAA, GPD, DPHSS, DMSA, & Military Liaisons
- b. Secondary Responders- GNG, DPW, GTA, GEPA, Mayors' Council, American Red Cross & Salvation Army
- c. Response functions matrix (see appendix)

4. Shared responsibilities:

- a. Disaster Management - Office of the Governor
- b. Joint Information Center - Office of the Governor
- c. Alert Notification and Warning - GPD, GFD, Mayors' Council
- d. Evacuation - GPD, GFD, DPW, Mayors' Council

5. Deactivation Procedure Checklist

- a. Notify Governor's Office
- b. JIC Press Release
- c. Deactivate EOC

- d. Deactivate RAC
- e. Transition to recovery operations
- f. Final report, all response agencies

VI. ADMINISTRATION & LOGISTICS

1. Record keeping responsibility is shared between the OCD's Duty Officer, Administrative Assistant and Executive Secretary. The OCD's Administrative Officer is responsible for manpower and equipment accountability, recording overtime hours, equipment used, and equipment and supply inventory replacement. The OCD's Administrator is responsible for coordinating appropriate actions to facilitate any and all logistical requirements.
2. The OCD Emergency Operations Center is responsible for processing all incoming requests, procurement and distribution of materials, equipment and supplies, and other resources procured by the IC deemed necessary to support the operation.
3. The OCD Special Projects Coordinator will be responsible for the Inventory of personnel and response resources.

VII. PLAN DEVELOPMENT & MAINTENANCE

1. The Administrator of the Office of Civil Defense will be responsible for the maintenance and revision of the agency emergency operations plan.
2. The Office of Civil Defense will review, update and exercise the OCD Annex to the Guam Emergency Response Plan on a bi-annual basis.
3. Exercises will be conducted at dates to be announced.

VIII. COMMAND AND CONTROL

1. The Governor of Guam has overall authority and control of the aviation incident / accident unless it occurs on a federal property. In this case, the OCD acts on his behalf to implement all response and recovery activities to assure the protection of lives, environment and property.
2. See Situation and Assumptions of this annex.
3. To avoid confusion and any form of delays, the Incident Commander must be pre-designated in all four incident / accident scenarios.

IX. AUTHORITIES AND REFERENCES

- CIVIL DEFENSE ACT OF 1951
- EXECUTIVE ORDER No. 91-09
- JOINT PLAN 101
- FEDERAL RESPONSE PLAN -PUBLIC LAW 93-288 (as amended)
- OTHER AGENCY SPECIFIC REFERENCES

APPENDICES

A. GOVERNMENT OF GUAM RESPONSE AGENCIES

- *NOTIFICATION FLOW CHART* 7.1
- *GUAM INTERNATIONAL AIRPORT AUTHORITY* 7.2
- *GUAM FIRE DEPARTMENT* 7.3
- *GUAM POLICE DEPARTMENT* 7.4
- *GUAM NATIONAL GUARD* 7.5
- *GUAM ENVIRONMENTAL PROTECTION AGENCY* 7.6

B. FEDERAL LIAISON RESPONSE AGENCIES

- *FEDERAL BUREAU OF INVESTIGATION* 7.7
- *DEPARTMENT OF DEFENSE* 7.8
- *UNITED STATES COAST GUARD* 7.9
- *AMERICAN RED CROSS* 7.10

C. MEDICAL RESPONSE AGENCIES

- *UNITED STATES NAVAL HOSPITAL* 7.11
- *DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES* 7.12
- *DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE* 7.13

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**APPENDIX 7.1 to ANNEX 7, Aviation Incident/Accident
Annex of the GERP
(dated March 23, 2000)**

**NOTIFICATION FLOW
CHART**

Notification Flow Chart

